

**Instructions**

- Complete the application
- Submit at least 30 days before the program’s start day
- **Note:** If your course is waiting for approval, you must advertise it as “Pending Approval” until approved
- **Mail or email completed application/supporting documents to:**
  - » Committee on Continuing Assessor Education  
Wisconsin Department of Revenue  
PO Box 8971 #6-97  
Madison, WI 53708-8971
  - » [bapdor@wisconsin.gov](mailto:bapdor@wisconsin.gov)

**Program Information/Requirements**

- Length – must be a minimum of 30 minutes
- Topic – must be appraisal and/or property tax law/management as defined in administrative rule (tax [12.065](#), Wis. Adm. Code)

**Program Outline Submission**

- Submit the following with your application:
- Detailed outline with headings separating specific program content into 15 to 60 minute blocks of time (depending on length of overall program)
  - Start, end and break times
  - Total hours of appraisal and/or property tax law/management instruction
  - Instruction subject – if the program is a combination of appraisal and property tax law/management
  - Method of instruction – virtual or in-person, lecture, slide show presentation, panel discussion, Internet-based, practical application, quiz, exam or other
  - If the program is sponsored by an organization – state whether membership in the organization is necessary for program enrollment and explain the requirement

**Program Information**

Title	Instruction method	In-person venue
	<input type="checkbox"/> In-person <input type="checkbox"/> Online	<input type="checkbox"/> Conference <input type="checkbox"/> Classroom <input type="checkbox"/> N/A
Program dates <input type="checkbox"/> Reoccurring	Hours	Location
Start _____ End _____	____ Law/mgt ____ Appraisal	

**Sponsor Information**

Name	Phone	Email
	(     )     -	

**Coordinator Information**

Name	Phone	Email
	(     )     -	

**Instructor Information/Qualifications**

- Provide instructor’s name, contact information, and resume or curriculum vitae, including relevant experience and work history
- Include whether the instructor holds a Wisconsin assessor certification

**Wisconsin Continuing Education Credits**

- Program sponsors or their designees are responsible for monitoring attendance
- Within 10 days of the conclusion of the program, submit the following Wisconsin Department of Revenue (DOR) documents
  - » Attendance certificate to certified individuals who attended the program
  - » Notarized roster with the attendance information

**Signature Statement**

Under penalties of law, I declare this form and all attachments are true, correct and complete to the best of my knowledge and belief.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Wisconsin Department of Revenue Use Only – Do Not Write in the Area Below**

Approved  Not approved – Reason: \_\_\_\_\_